

MEETING AGENDA

Meeting Name:	NZTA Advisory Group Meeting		
Date of Meeting:	13 September 2018	Time:	9:30am – 3:00pm
Meeting Facilitator:	Wayne Oldfield	Location:	Majestic Room 5.16

1. Meeting Objective

The key objective of the Industry Advisory Group (IAG) is to optimise and improve sustainable system management within New Zealand.

2. Attendees

Name	Organisation	Email
Philip Harrison/Chris Edsall	Downer	Philip.harrison@downer.co.nz
Bevan Sandison	FH	Bevan.Sandison@fultonhogan.com
Craig Connelly	BRS	Craig.Connelly@transfieldservices.co.nz
Gary Porteous	Opus	Gary.Porteous@opus.co.nz
Mike Manion	Higgins	M.Manion@higgins.co.nz
Nicky Smith	HEB	Nicky.Smith@HEB.co.nz
Peter Silcock/Stacy Goldsworthy	Civil Contractors	peter@civilcontractors.co.nz
Grant Isaacs	SouthRoads	grant.isaacs@southroads.co.nz
Richard Parsons	Beca	Richard.Parsons@beca.com
Simon Bird - apologies	GHD	Simon.Bird@ghd.com
Alister Harlow	NZRF	alister@nzrf.co.nz
David Darwin	NZTA	David.Darwin@nzta.govt.nz
Jack Hansby	NZTA	Jack.Hansby@nzta.govt.nz
Karen Boyt	NZTA	Karen.Boyt@nzta.govt.nz
Liane Powell	NZTA	Liane.Powell@nzta.govt.nz
Steve Rusbatch	NZTA	Steve.Rusbatch@nzta.govt.nz
Wayne Oldfield (Chair)	NZTA	Wayne.Oldfield@nzta.govt.nz
Karen Kiriona (Co-ordinator)	NZTA	Karen.kiriona@nzta.govt.nz

3. Meeting Agenda	
Topic	Lead/Time
Welcome Safety Moment Matters arising from previous minutes	9:30 – 10:00 WO
Item 1 – Updates/Industry matters	
1.1 Update NOC 2018	10:00 – 10:30 Karen B
Break	
1.2 Audio Tactile Pavement Marking & Remarking	10:45 – 11:15 Fergus T
1.3 Safety Manager Role within the NOC <ul style="list-style-type: none"> • The extents of tasks undertaken by the Safety Manager vary significantly across the NOCs and have a dependence on the NZTA Safety Manager and Senior Network Management level of involvement. Consistency in this area would help all parties in the next round of NOCs • Low Cost Low Risk safety work could change view of Safety Manager role within the contract. Need to ensure; <ul style="list-style-type: none"> ○ as an industry we are putting forward the right people to be advisors in this space ○ the role has some substance to it in both sourcing projects to be funded and delivering them 	11:15 – 11:35 All
1.4 Variation Valuation – discussion/feedback on draft paper	11:35 – 12:00 RC
Lunch	
Item 2 – Looking forward	
2.1 Draft ToR – discussion/acceptance	12:30 – 12:45
2.2 Plan for success <ul style="list-style-type: none"> • Key Goals/Issues • What does success look like? • How are we going to get there? 	12:45 – 2:00 KKWO
5min break	
Item 3 - Performance	
3.1 Annual Plan improvements	KK 2:05 – 2:10
3.2 Achievement tracker & RAPAs	KK 2:10 – 2:15

3.3 Performance focus	LP 2:15 – 2:35
Item 4 – Wrap up	
4.1 Key messaging	WO 2:35 – 2:45
4.2 AOB	WO 2:45 – 3:00

4. Pre-reading	
Description	Prepared by
Draft IAG Terms of Reference 2018	KK/JH
Draft – Early investigation & design for rehabilitation projects	JH
Memo – Network Outcomes Variation Processing	RC

MEETING MINUTES

Meeting Name:	NZTA Advisory Group Meeting		
Date of Meeting:	13 September 2018	Time:	9:30am
Minutes Prepared By:	Karen Kiriona	Location:	Majestic Room 5.16
1. Meeting Objective			
The key objective of the Industry Advisory Group (IAG) is to optimise and improve sustainable system management within New Zealand.			
2. Attendance at Meeting			
Name	Organisation	Email	
Philip Harrison	Downer	Philip.harrison@downer.co.nz	
Chris Edsall	Downer	Chris.edsall@downer.co.nz	
Bevan Sandison	FH	Bevan.Sandison@fultonhogan.com	
Craig Connelly	BRS	Craig.Connelly@transfieldservices.co.nz	
Gary Porteous	Opus	Gary.Porteous@opus.co.nz	
Mike Manion	Higgins	M.Manion@higgins.co.nz	
Nicky Smith	HEB	Nicky.Smith@HEB.co.nz	
Peter Silcock - apologies	Civil Contractors	peter@civilcontractors.co.nz	
Stacy Goldsworthy	Civil Contractors	stacy@civilcontractors.co.nz	
Grant Isaacs	SouthRoads	grant.isaacs@southroads.co.nz	
Simon Bird - apologies	GHD	Simon.Bird@ghd.com	
Jack Hansby	NZTA	Jack.Hansby@nzta.govt.nz	
Karen Boyt	NZTA	Karen.Boyt@nzta.govt.nz	
Liane Powell	NZTA	Liane.Powell@nzta.govt.nz	
Steve Rusbatch	NZTA	Steve.Rusbatch@nzta.govt.nz	
Rob Coyle - apologies	NZTA	Robert.Coyle@nzta.govt.nz	
Wayne Oldfield (Chair)	NZTA	Wayne.Oldfield@nzta.govt.nz	
Karen Kiriona (Co-ordinator)	NZTA	Karen.kiriona@nzta.govt.nz	

Meeting Name:	NZTA Advisory Group Meeting		
Date of Meeting:	13 September 2018	Time:	9:30am
Minutes Prepared By:	Karen Kiriona	Location:	Majestic Room 5.16
3. Notes, Decisions, Issues			
Topic			
Welcome			
Safety Moment			
<ul style="list-style-type: none"> • Value in analysing near misses <ul style="list-style-type: none"> ○ Often not much between a near miss & potential DSI • H&S - Agency number one priority <ul style="list-style-type: none"> ○ Culture & behaviours more important than policies & procedures ○ Be seen as leaders caring for our people • Don't just walk past – do something about it • CCENZ/NZTA – Switching from hot cut back bitumen to emulsion <ul style="list-style-type: none"> ○ Client led, working in partnership • General feeling around H&S? How is it going? <ul style="list-style-type: none"> ○ Still biggest risk with subcontractors <ul style="list-style-type: none"> ▪ Small subcontractors add another level of risk eg owner operators ▪ Mechanical adherence from subcontractors rather than cultural ▪ Overall there has been a lift ○ Heavy traffic management big risk & in general driving on the road <ul style="list-style-type: none"> ▪ COPTTM good document but behaviours around the document vary ○ How can you take cost competition out of H&S? • Customers – out there every day. Need to work together. <ul style="list-style-type: none"> ○ Need to know the why ○ Communication ○ Is there a National customer view? <ul style="list-style-type: none"> ▪ Could consolidate regional feedback? • Quality of workmanship <ul style="list-style-type: none"> ○ Do it once do it right ○ Suppliers feel getting mixed messages from Agency <ul style="list-style-type: none"> ▪ Costs can be prohibitive ○ Will be another looking back review 			
Matters arising from previous minutes			
<ul style="list-style-type: none"> • Some actions from previous minutes may have fallen through the cracks <ul style="list-style-type: none"> ○ KK to review & send out reminders if necessary 			

Actions from July 3rd 2018 minutes

- *Standardised variation on-cost % - circulate draft variation clarification document (RC)*
 - Completed
 - Comment re late release therefore feedback not available until next meeting
- *Outputs from IAG ToR workshop to be distributed (KK/WO)*
 - *Next steps – develop strawman etc for next meeting*
 - Completed
- *Draft notice re mechanism for reconciliation of actual costs for designs as opposed to estimation for IAG review & feedback (JH)*
 - Draft sent out
 - Has been updated
 - Discussion later to replace RC slot re variation on costs
- *NZTA need to clarify problem statement & scope for sub-group to resolve issue around applying a consistent approach to managing traffic growth. Call for nominations for sub-group.(JH)*
 - Parked discussion around IDS paper
 - Will work with individual organisations
 - To be completed before end of year
- *NOC 2018 - engage with IAG around what procurement option might be .(SR)*
 - To be done as part of NOC 2018 consultation

Item 1 – Updates/Industry matters

1.1 Update NOC 2018

- Presentation from Karen B **Action KK to distribute presentation – Done 17/9/18**
 - Dependant on available funding for improvements
 - May need to remove/reduce aspects
- Contract management plans – any move towards more generic documents?
 - Some plans now have templates
 - Others stay as is
 - Will be more plans required in NOC 2018 – heads up
- Marlborough ROI to start mid December
- NOC 2018 document available for consultation mid October – open for 3 weeks
 - *Interactive consultation?*
 - *3 weeks tight*
 - *Keep informed on time frames*
 - *Will changes to doc be highlighted?*
 - *Is there any 'why' available as to reason changes have been made?*
 - Steering Group to come up with programme highlighting key dates etc
 - Procurement Options - Template to be sent out to IAG for feedback

1.2 Audio Tactile Pavement Marking & Remarkings **Action KK to distribute presentation – Done 14/9/18**

- ATP associated with 25% reduction in loss of control crashes
- ATP removal no longer recommended?
 - Can only inlane seal once or twice
 - Larger chip reduces effectiveness of ATP more rapidly
 - If you are going to reseal within 18 months not recommended ATP installed
- Establishment costs are high
- Recommend route treatments over reseals not short lengths
- Need high level of confidence seal has settled down (at least 6 months after application)
- High index markings recommended for high volume roads
- Wider markings successful where ATP unable to be applied continuously



1.3 Safety Manager Role within the NOC

- There is clarification on roles within NOC 2018
 - Consistency needed
 - Strategy space
 - Looking at getting better guidance
 - *Road safety people passionate*
 - *How funding aligns with opportunity*
- Resourcing an issue currently
- *Need to get Safety Engineer involved early to avoid hold ups later*
- *LCLR – not working as well as could*
 - End to end review of process starting next week
- Where safety engineer embedded in NOC it works well
 - Opportunity for supplier safety manager to sit with NZTA safety manager
- *Supplier frustration with identifying idea & then gets put out to market*
 - *Accountability but no control*
- *Still conflicts between Suppliers programmed works & safety/ATP etc installation*
 - Keep pushing examples through to Agency where there have been issues
 - Opportunity to do better in this space
- *Important that Suppliers understand likelihood of additional works coming through in order to resource appropriately*
- All feedback any LCLR ideas to Margarita or Liane

1.4 ~~Variation Valuation~~ Early investigation & design for rehabilitation projects – discussion/feedback on draft paper

- Updates highlighted
- Some queries/feedback from the group
- All feedback to JH by end of next week

Item 2 – Looking forward

2.1 Draft ToR – discussion/acceptance

- Agenda structure
 - Would like to start with “Looking Forward” in future
 - Performance – part of plan/do/check cycle
- Draft ToR
 - Responsibility
 - Use IAG as a sounding board for draft proposals eg NOC clarifications
 - Will enable informed comment in a collaborative way
 - NOC CGG to formalise IAG review process
 - Success Factors
 - Some discussion around measurability
 - Maybe some of the success ideas from next session could be more meaningful here?
 - Move ‘consistent representation & regular attendance at forums’ to Responsibility section
 - Group Structure & Frequency
 - Discussion re NZTA Safety Manager representative attending IAG meetings
 - Value?
 - Could bring in safety person for specific items?
 - Provide National statistics over view
 - Refresh ToR based on todays discussions – circulate for comment

2.2 Plan for success

- Distribute documented outcomes from workshop to group
- Group to feedback milestone steps to achieve success

Item 3 - Performance

3.1 Annual Plan improvements

- We are starting a project to improve system and processes on the annual plan and are keen to get feedback from Asset Managers that built the submissions. Could suppliers provide 2/3 nominees (emails and phones) to be interviewed by Rationale
- **Action KK send email request out – done 14/9/18**

3.2 Achievement tracker & RAPAs

- Agency undertook a review of process and made some improvements including visibility from suppliers. Margarita can attend suppliers meetings with an Integrator to present on this subject. Roger and Margarita attended Fulton Hogan contract manager meeting and spent 2 hours explain process and some of the features
- **Action KK send email request out – done 14/9/18**

3.3 Performance focus

- KRA Results **Action KK to distribute presentation**
 - National results discussed across all NOCs
 - Individual emails will be out by the end of this week

Item 4 – Wrap up

4.1 Key messaging

- 3 year plan
- Targeting improved alignment to safety
 - ATP start of journey
- Thanks to Phil Harrison

4.2 AOB

- Delivery of data – next meeting?
- Future KPIs – next meeting?
- Current KPIs
 - Change now?
 - Wait until roll over to NOC 2018?

Note: NOC 2018 workshop to be held prior to next IAG meeting may cover off these items

4. Action Items

Action	Owner	Due Date
Matters arising from previous minutes <ul style="list-style-type: none"> • Review & send out reminders if necessary 	KK	28/9/18
1.1 Update NOC 2018 <ul style="list-style-type: none"> • <i>NOC 2018 document available for consultation mid October – open for 3 weeks</i> <ul style="list-style-type: none"> ○ Steering Group to develop programme highlighting key dates etc 	NOC Steering Group	28/9/18
<ul style="list-style-type: none"> • <i>NOC 2018 - engage with IAG around what procurement option might be.</i> <ul style="list-style-type: none"> ○ Template to be sent out to IAG for feedback 	SR	28/9/18
1.3 Safety Manager Role within the NOC <ul style="list-style-type: none"> • <i>LCLR – not working as well as could</i> <ul style="list-style-type: none"> ○ <i>End to end review of process starting next week</i> <ul style="list-style-type: none"> ▪ Feedback any LCLR ideas to Margarita or Liane 	All	28/9/18

<p><i>1.4 Early investigation & design for rehabilitation projects – discussion/feedback on draft paper</i></p> <ul style="list-style-type: none"> • <i>Some queries/feedback from the group</i> <ul style="list-style-type: none"> ○ Feedback to JH by end of next week 	All	21/9/18 (missed) COB 24/9/18			
<p><i>2.1 Draft ToR – discussion/acceptance</i></p> <ul style="list-style-type: none"> • <i>Addition - Use IAG as a sounding board for draft proposals eg NOC clarifications</i> <ul style="list-style-type: none"> ○ NOC CGG to formalise IAG review process 	NOC CGG	End Oct 2018			
<ul style="list-style-type: none"> • Refresh ToR based on today's discussions – circulate for comment 	KK	28/9/18			
<p><i>2.2 Plan for success</i></p> <ul style="list-style-type: none"> • Distribute documented outcomes from workshop to group 	KK	28/9/18			
<ul style="list-style-type: none"> • Feed back from individual organisations on suggested milestones to achieve 'what success looks like' 	All	2/11/18			
5. Next Meeting					
Date:	6 December 2018	Time:	9:30am	Location:	Majestic Room 6.19